



**ACTION FUND LOAN APPLICATION**

**COMPANY INFORMATION**

**LOAN REQUEST:**

TOTAL PROJECT COST

\$

LOAN AMOUNT OR GUARANTY REQUESTED

\$

**APPLICANT INFORMATION (Proposed Borrower):**

COMPANY NAME

MAILING ADDRESS

PHONE NUMBER

FAX NUMBER

CONTACT NAME

TITLE

PHONE NUMBER

**CITY/COUNTY SPONSOR:**

CITY/COUNTY

CONTACT

TITLE

ADDRESS

PHONE NUMBER

**APPLICATION PREPARER:**

NAME

ADDRESS

PHONE NUMBER

**LOCATION OF BUSINESS (If different from mailing address):**

ZIP CODE

**BUSINESS ORGANIZATION:**

☐ CORPORATION ☐ PARTNERSHIP ☐ SOLE PROPRIETORSHIP ☐ SUB-S CORPORATION

IF COMPANY IS A CORPORATION, IN WHAT STATE IS THE COMPANY INCORPORATED?

IS THIS ORGANIZATION A SUBSIDIARY?

☐ YES ☐ NO

IF YES, NAME, ADDRESS, PHONE NUMBER OF PARENT COMPANY

DOES THE APPLICANT HAVE ANY SUBSIDIARIES?

☐ YES ☐ NO

IF YES, NAME, ADDRESSES AND PHONE NUMBER OF SUBSIDIARY COMPANIES

<b>COMPANY'S LEGAL COUNSEL</b>				
NAME		TELEPHONE NUMBER		
ADDRESS				
NAME		TELEPHONE NUMBER		
ADDRESS				
<b>COMPANY OFFICERS:</b>				
	NAME, HOME ADDRESS	PHONE NUMBER	OTHER BUSINESS AFFILIATIONS	
PRESIDENT				
VICE-PRES.				
SECRETARY				
TREASURER				
<b>BOARD OF DIRECTORS:</b>				
	NAME, HOME ADDRESS	PHONE NUMBER	OTHER BUSINESS AFFILIATIONS	
<b>PRINCIPAL STOCKHOLDERS: (Indicate percentage of holding OR if company is publicly held.)</b>				
	NAME, HOME ADDRESS	PHONE NUMBER	%	SOCIAL SECURITY NUMBER
<b>PRINCIPAL BANK(S)</b>				
	NAME	ADDRESS	PHONE NUMBER	
SIC CODE				
DESCRIPTION OF BUSINESS OPERATIONS				
ARE THERE ANY SPECIAL ENVIRONMENTAL OR OPERATING PERMIT REQUIREMENTS THAT MUST BE MET? IF SO, PLEASE DESCRIBE THE PERMITS AND/OR LICENSES NEEDED AND PROVIDE AN ESTIMATION OF THE TIME NEEDED TO OBTAIN THE NECESSARY PERMITS.				
<hr/> <hr/>				

**ACTIVE OWNERS:** "Active Owner" means a person employed full or part time by the Borrower who owns 20% or more stock in the company, including immediate family members.

NAME, ADDRESS	% OF STOCK HELD	SOCIAL SECURITY NUMBER	BIRTHDATE	MARITAL STATUS*

\*Please use "M" for married, "S" for single, "D" for divorced, "L" for legally separated.

**\*All Active Owners and any shareholders holding 20% or more of stock must submit personal financial statements along with this application. Please indicate which assets and debts are jointly held.**



**ACTION FUND LOAN PROGRAM**

**SUMMARY OF EXISTING OBLIGATIONS**

Please list all contracts, notes and mortgages payable and reconcile with figures on the company's Balance Sheet. Do not include Trade Accounts Payable below; only notes and contracts which constitute fixed obligations should be itemized.

TO WHOM PAYABLE	ORIGINAL AMOUNT	ORIGINAL DATE	PRESENT BALANCE	RATE OF INTEREST	MATURITY DATE	MONTHLY PAYMENT	STATUS	COLLATERAL

COMMENTS: (Notes to be renewed, rewritten, extended, stand-by lines of credit, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





**MISSOURI**  
DEPARTMENT OF ECONOMIC DEVELOPMENT  
**ACTION FUND LOAN PROGRAM**

**AGING OF ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE**

AGING	ACCOUNTS RECEIVABLE	ACCOUNTS PAYABLE
Under 30 days		
30 to 59 days		
60 to 89 days		
90 to 119 days		
120 days and over		
<b>TOTALS</b>		

Notes: Accounts receivable and accounts payable totals must reconcile with current Balance Sheet submitted with application.

**CUSTOMERS**

List of five largest customers as a percentage of sales:

COMPANY NAME	CONTACT NAME	PHONE NUMBER	% OF SALES
1)			%
2)			%
3)			%
4)			%
5)			%

**SUPPLIERS**

List of five largest suppliers as a percentage of inventory/raw materials:

COMPANY NAME	CONTACT NAME	PHONE NUMBER	% OF SALES
1)			%
2)			%
3)			%
4)			%
5)			%



## BRIEF DESCRIPTION OF PROJECT

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

	TO BE BORROWED	CASH EQUITY
Land (Number of Acres/Sq. Ft. _____)	\$	\$
Building (construction/purchase/renovation)	\$	\$
Machinery & Equipment	\$	\$
Leasehold Improvements	\$	\$
Utility or Appurtenant Facilities	\$	\$
Furniture & Fixtures	\$	\$
Working Capital & Miscellaneous Expenses	\$	\$
Legal Fees	\$	\$
Finance Charges	\$	\$
Moving Expenses	\$	\$
Engineering Fees	\$	\$
Subtotals	\$	\$
<b>Total Project Costs</b>	<b>(sum of both subtotals)</b>	



	TOTAL COST	LIENHOLDER AND POSITION
LAND AND BUILDING		
ACCOUNTS RECEIVABLE		
MACHINERY & EQUIPMENT		
FURNITURE & FIXTURES		
INVENTORY		
OTHER		
TOTAL COLLATERAL		

LOCATION OF EQUIPMENT TO BE PURCHASED AND THE MANNER OF INSTALLATION FOR MACHINERY AND EQUIPMENT.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.



# MISSOURI

DEPARTMENT OF ECONOMIC DEVELOPMENT  
ACTION FUND LOAN PROGRAM

**PROPOSED SOURCES OF FUNDS/INCLUDE EQUITY INJECTION AND LENDER FEES, IF ANY**

LENDER	\$ AMOUNT	TERM	% RATE	ANNUAL D/S	USE OF FUNDS	COLLATERAL

**SUMMARY OF EXISTING COLLATERAL AVAILABLE FOR PROPOSED LOAN**

	PRESENT MARKET VALUE	PRESENT MORTGAGE BALANCE	COST LESS DEPRECIATION
LAND AND BUILDING			
MACHINERY & EQUIPMENT			
FURNITURE & FIXTURES			
ACCOUNTS RECEIVABLE			
INVENTORY			
OTHER			
TOTAL COLLATERAL			

# CERTIFICATION OF BORROWER AND LENDER

---

It is hereby represented and certified by the undersigned that the foregoing information, to the best of his/her knowledge or belief, contains no information or data contained herein or in the exhibits or attachments that are false or incorrect and that they are truly descriptive of the project anticipated.

**Lender (Loan Guarantees Only)**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Applicant / Proposed Borrower\***

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

- \* If an individual is signing on behalf of the company/proposed borrower, please provide evidence corporate action approving this application and granting this individual the authority to sign on behalf of the company/proposed borrower.





# FORM H

## EMPLOYMENT DATA

to be completed by the Company

COMPANY NAME	DATE
--------------	------

**"Current Employment"** means the number of Full-time, Year-Around Employees of the Company at the location of the Project on the date this form is completed.

**"New Job"** means new **Full-Time, Year-Around** employees to be hired by the Company at the Project location within 2 years of the date of the Loan Agreement and maintained for at least 5 years. "Full-Time, Year-Around employees" are projected to work at least 1,800 hours in a year, and have medical benefits. New Jobs are in excess of Current Employment, and are not a result of reductions of Business Operations at any of the Company's other facilities in Missouri (or Affiliates of the Company). New Jobs would not include part-time, temporary, seasonal, or construction jobs.

**"LMI"** (Low and Moderate Income): Persons included in the "New Jobs" column with a total **current** annualized family income below the limits established in **EXHIBIT A**. The projection of new LMI employees for the table below should be based on jobs which do not require post-secondary education or specialized training as a precondition of employment selection, however 51% of actual new jobs must be taken by LMI, as documented by Form R.

Job Titles	Current Employment at Project Location	New Jobs Proposed at Project Location	Likely # LMI of New Jobs	Proposed Average Hourly Wage - New Jobs
1. Management			0	N/A
2. Clerical/Office				\$ /hr.
3.				\$ /hr.
4.				\$ /hr.
5.				\$ /hr.
6.				\$ /hr.
7.				\$ /hr.
8.				\$ /hr.
<b>TOTALS</b>				<b>*Average:</b> \$ /hr.

\*Average Wages: Average wage of all New Jobs, not including Management)

1. **Percent LMI of New Jobs:** # LMI Projected: \_\_\_\_\_ / # New Jobs Projected: \_\_\_\_\_ = \_\_\_\_\_ % LMI

Note: Although the projected LMI above should be at least 51%, the company will be obligated in the Participation Agreement to ACTUALLY hire at least 51% LMI persons of the New Jobs (or Full Employment due to the Project, whichever is more), as documented in a survey (Form R).

2. **Turnover Rate** of Current Employment for past 12 months (at Project Location): \_\_\_\_\_ %

3. **Medical Benefits:** Will medical benefits be provided to all Full-Time, Year-Around Employees? ☐ Yes ☐ No

4. **New Job Estimate Documentation:** Provide documentation which will justify the projected number of New Jobs created on an attached sheet, and identify as **"Form H, #4"**. Such documentation would include an employment plan based upon the new machinery or equipment to be purchased; financial projections that can be related to the projected New Jobs, or other as acceptable by DED.

5. **Retention Projects:** If this is a Retention Project, indicate the number of retained jobs in the column for "New Jobs". If the number of retained jobs is not equal with the number of Current Employment, provide a detailed description of the rationale.

To be executed by the Company at the time of Application

The terms used herein are consistent with those defined in the Action Fund guidelines, as published by the Missouri Department of Economic Development.

I, the undersigned, acting on behalf of the Company named below, hereby certify and agree to the following:

1. The information submitted to the Missouri Department of Economic Development and the sponsoring city or county regarding a request for an Action Fund loan is true and correct;
2. Such information regarding the Project is consistent with documents provided to lenders, other government programs, or investors who may provide funding for the Project;
3. The Company authorizes the Missouri Department of Economic Development to verify such information from any source, including personal credit reports of Company owners;
4. The Company has not yet received in its possession funding from the other sources identified in the loan request submitted to DED, and will not receive such funding until DED approves the Action Fund loan request;
5. To my knowledge, there is no person who owns an ownership interest in the Company who has committed a felony, under indictment for a felony, or on parole or probation;
6. There is no pending lawsuit against the Company or any owner that would have a material impact on the viability of the Company;
7. All persons that have an ownership interest in the Company are United States citizens;
8. No Active Owners or owners of 50% or more of ownership that have delinquent taxes (state, federal, or local), or child support payments;
9. The requested Action Fund loan or other funding for the Project would not violate any existing agreement;
10. The Company, any Active Owner, or an owner of 50% or more of stock of the company has filed (or is about to) for bankruptcy, unless otherwise disclosed to DED.
11. To the best of my knowledge and belief:
  - (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; and,
  - (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

I certify that I have the proper authority to execute this document on behalf of the Company. I also realize that failure to disclose material information regarding the viability of the company, owners, or other facts related to the loan request may result in criminal prosecution to the extent of Missouri law.

SIGNATURE		PRINTED NAME		DATE
NOTARY PUBLIC EMBOSSE OR BLACK INK RUBBER STAMP SEAL	STATE		COUNTY (OR CITY OF ST. LOUIS)	
	SUBSCRIBED AND SWORN BEFORE ME, THIS			<b>USE RUBBER STAMP IN CLEAR AREA BELOW.</b>
	DAY OF	YEAR		
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES		
NOTARY PUBLIC NAME (TYPED OR PRINTED)				

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.D. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



# MISSOURI

DEPARTMENT OF ECONOMIC DEVELOPMENT

## FORM Y — FINANCIAL INTEREST DISCLOSURE

TO BE COMPLETED BY THE COMPANY

COMPANY	SPONSOR
ORIGINAL (DATE)	AMENDMENT (DATE)

**1. Assistance From Other Government Sources:** Indicate in the space below the source (agency and program name), type of assistance (loan, grant, guarantee, job training, tax credits or other direct or indirect assistance), and the amount from each program provided or requested by the **Company** as part of this Project. This includes assistance provided from any public source, including state, federal, or local. Please note that if any line item below changes 20% of if new programs have been added since the original form was submitted, an updated form must be submitted to DED at or before grant closeout. (**Note:** This does not include programs related to public improvements which support the Project.)

PROGRAM NAME/AGENCY	TYPE OF ASSISTANCE	AMOUNT	STATUS (REQUESTED/APPROVED)

**2. Disclosure of Financial Involvement:** Any person or business which has a Financial Involvement in the Project that exceeds \$50,000, or 10% of the Project Investment (whichever is lower) must be identified. "Project Investment" is the total of the Company's costs associated with this Project (as specified in the Application). "Financial Involvement" which must be identified would include building contractors, lenders, developers, realtors, administration, legal, insurance, engineering, or other situations where a private entity would share profits on the resale or any distribution of surplus cash or other assets of the Company, or any other party that receives compensation for any goods or services provided in connection with the Company's portion of this Project. This would also include new equity investments by current or new stockholders of the Company. If new items need to be added, or if any line item changes 20% or more, an updated form must be submitted to DED at or before grant closeout.

NAME (ALPHA LISTING)	SSN#/ EMPLOYER I.D. #	TYPE OF PARTICIPATION	FINANCIAL INTEREST IN PROJECT	
			DOLLARS	PERCENT

I hereby certify that the information included in this form is true and correct.

COMPANY REPRESENTATIVE	TITLE	DATE
------------------------	-------	------

**WARNING:** If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the U.S. Code. In addition, any person who knowingly and materially violates any required disclosure of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for all violations.



# MISSOURI

DEPARTMENT OF ECONOMIC DEVELOPMENT

## EMPLOYMENT SUMMARY SHEET

### SECTION I

COMPANY	DATE
CITY	PROJECT #
COUNTY	

### LMI SUMMARY

NUMBER PERSONS IN FAMILY	1	2	3	4	5	6	7	8
COUNTY LMI LEVEL (insert range appropriate to family size)	TO	TO	TO	TO	TO	TO	TO	TO
# of EMPLOYEES @ LMI LEVEL								

\*If an employee's income is at or below the LMI level for family size, the employee is considered LMI.

### SECTION II

- 1) Total Company Employees \_\_\_\_\_
- 2) Total Employees (New or Retained) Applicable To This Project \_\_\_\_\_
- 3) Total Employees Filling Out Salary Sheet \_\_\_\_\_ (Employees not completing form are considered non-LMI)
- 4) Total # Employees @ LMI Level \_\_\_\_\_ Or \_\_\_\_\_ %
- 5) Total Minorities \_\_\_\_\_ Total Handicapped \_\_\_\_\_  
Total Female Head Of Household \_\_\_\_\_

SIGNATURE OF ADMINISTRATOR

Attachments: 1) Listing of all company employees, including date of hire  
2) Employment Status Statement for #3) above.





# MISSOURI

DEPARTMENT OF ECONOMIC DEVELOPMENT  
**EMPLOYMENT STATUS STATEMENT**

NAME OF COMPANY

## SECTION I - INSTRUCTIONS

The above company has participated in a federal program, which requires that certain employment standards be met. Completion of this form is **voluntary**, and this information will be kept confidential, with access only to the company's personnel official, representative of the city/county who is administering the program, and the State of Missouri who oversees the program.

## SECTION II - DEFINITIONS

- Family** - husband, wife, and all dependents, as defined by the IRS for income tax purposes.
- Family Income** - The total yearly income from all family members over 18 years of age. If you are an applicant, this would be prior to employment with this company. If you are a current employee, this will include present salary.

## SECTION III - INCOME LIMITS

FAMILY SIZE	1	2	3	4	5	6	7	8+
Moderate	\$	\$	\$	\$	\$	\$	\$	\$
Low	\$	\$	\$	\$	\$	\$	\$	\$
30% of Median	\$	\$	\$	\$	\$	\$	\$	\$

1. NUMBER OF PERSONS IN YOUR FAMILY

2. IS YOUR FAMILY INCOME ABOVE, BETWEEN OR BELOW THE ABOVE INCOME LIMITS FOR YOUR FAMILY SIZE?

- ☐ ABOVE MODERATE
 ☐ BETWEEN MODERATE AND LOW
 ☐ BETWEEN LOW AND 30% OF MEDIAN
 ☐ BELOW 30% OF MEDIAN

## SECTION IV - DEMOGRAPHIC DATA

PLEASE CHECK ALL THE FOLLOWING THAT APPLY TO YOU

- ☐ HANDICAPPED
 ☐ FEMALE HEAD OF HOUSEHOLD
 ☐ WHITE
 ☐ HISPANIC
 ☐ BLACK
 ☐ NATIVE AMERICAN
 ☐ ASIAN/PACIFIC ISLANDER
 ☐ ELDERLY

## SECTION V - CERTIFICATION

"To the best of my knowledge, the above information is true and can be verified if requested by proper officials of the city/county or the State of Missouri. I also certify that I am authorized to work in the United States and can produce evidence of work authorization.

NAME (PRINTED)

JOB TITLE

NAME (SIGNED)

DATE



NAME OF COMPANY	PROJECT #
-----------------	-----------

Including the hirees on the EMPLOYEE SUMMARY SHEET, please complete  
the following for all applicants for the jobs involved in this project:

# Handicapped \_\_\_\_\_

# Female Head of Household \_\_\_\_\_

# White \_\_\_\_\_

# Hispanic \_\_\_\_\_

# Black \_\_\_\_\_

# American Indian \_\_\_\_\_

# Asian \_\_\_\_\_

# Pacific Islander \_\_\_\_\_

# **SPONSOR APPLICATION**

---

**SPONSOR APPLICATION FORM:** The city or county Sponsor must submit the following documents before DED can formally approve the Action Fund Loan request. These documents may be sent separate from information submitted by the Company.

## **SPONSOR IDENTIFICATION**

### **APPLICATION PREPARER INFORMATION**

### **PARTICIPATING COMPANY INFORMATION**

**STATEMENT OF ASSURANCES FORM:** Signed by the Mayor or Presiding Commissioner. The date signed may not pre-date the public hearing.

**PUBLIC PARTICIPATION/CONFLICT OF INTEREST CERTIFICATION:** Signed by the Mayor or Presiding Commissioner. Attach a copy of the public hearing notice and a copy of a resolution or ordinance authorizing the Mayor or Presiding commissioner to execute documents necessary for the program (See Sample Resolution). The resolution may not pre-date the public hearing.

**LOBBYING RESTRICTIONS FORM:** Signed by the mayor or presiding commissioner.

**CIVIL RIGHTS COMPLIANCE FORM:** To document compliance with Title VI of the Civil Rights Act of 1964.

**NEEDS ASSESSMENT FORM:** Quality of Public Facilities or Services: this section is divided into three areas: public works, public services, and community facilities. The items specified within these areas are typically considered to be the responsibility of most local governments. The Sponsor should indicate whether the quality of the facility or service is generally good, fair, poor, or non-existent as it would affect everyone in the Sponsor's jurisdiction. Also, the same evaluation should be made as to the quality of the item as it affects only low and moderate-income person (LMI) in the Sponsor's jurisdiction. The determination of the item's quality (good, fair, or poor) may be performed in any way the Sponsor determined is appropriate, such as engineering, reports discussions with city/county staff members, field surveys, etc. This is not to be confused with a formal evaluation or capital improvements plan. The analysis of the quality of facilities or services should be based on current conditions.

**ANTI-DISPLACEMENT PLAN:** The Sponsor will replace all occupied and vacant occupable low/moderate income dwelling units demolished or converted to a use other than as low/moderate income dwelling housing as direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended. The chief elected official must sign this form whether or not relocation or demolition of housing is proposed for this project.

## **FINANCIAL INTEREST DISCLOSURE (FORM Z):**

**ASSISTANCE FROM OTHER GOVERNMENT SOURCES:** Indicate the source (agency and program name), type of assistance (loan, grant, or other direct or indirect assistance), the amount from each program provided or requested and the status (requested/approved) for this Project. This includes assistance provided from any public source, including state, federal or a local public entity other than the Sponsor.

**DISCLOSURE OF FINANCIAL INVOLVEMENT:** Any person or business which has a Financial Involvement with the Sponsor or other public entities in the Project that exceeds \$50,000, or 10% of the Project Investment (whichever is lower) must be identified. "Project Investment" is the total of the Company's costs associated with this Project. "Financial Involvement" which must be identified would include building contractors, developers, realtors, administration, legal, engineering, or any other party that receives compensation for any goods or services provided in connection with the public improvement portion of the Project. If new items need to be added, or if any line item changes 20% or more, an updated form must be submitted to DED at or before grant closeout.

**ENVIRONMENTAL REVIEW:** The sponsor must complete the following prior to the commencement of the Project. These documents may be sent in prior to or after the submission of the other sponsor applications.

**CULTURAL RESOURCE ASSESSMENT:** (Applicable only for Projects that propose improvements to real estate.) Exhibit E-13; send this form to the Missouri Dept. of Natural Resources Historic Preservation Program, ASAP.

**CHECKLIST AND ASSESSMENT:** Exhibit E-6 and Exhibit E-7. Keep this available for public review and comment. Do not send this to the Department of Economic Development.

**FONSI/RRF NOTICE:** Exhibit E-8. After completing E-6 and E-7, publish this in a local newspaper and mail a copy to the parties noted in Exhibit E-9. After 16 days of the date of publication, mail Exhibit E-10 to the Department of Economic Development.

**REQUEST FOR RELEASE OF FUNDS AND CERTIFICATION:** Exhibit E-10; **Send to DED 16 days after the FONSI/RRF Notice (E-8) was published.** DED must have a 15-day comment period starting on the day Exhibit E-10 was received. After the 15 days has elapsed, the Project may begin. **Only if** DED has previously sent the Sponsor a letter of conditional approval for the project.

# **ACTION FUND LOAN PROGRAM SPONSOR APPLICATION CHECKLIST**

---

- ☐ **CITY/COUNTY SPONSOR APPLICATION**
- ☐ **STATEMENT OF ASSURANCES**
- ☐ **PUBLIC PARTICIPATION**
- ☐ **LOBBYING RESTRICTIONS**
- ☐ **CIVIL RIGHTS COMPLIANCE**
- ☐ **NEEDS ASSESSMENT**
- ☐ **RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE  
PLAN**
- ☐ **FINANCIAL INTEREST DISCLOSURE**
- ☐ **AFFIDAVIT OF PUBLICATION OF PUBLIC HEARING NOTICE**
- ☐ **RESOLUTION OF SPONSOR**
- ☐ **ENVIRONMENTAL REVIEW**  
(Please Contact the Community Development Block Grant (CDBG) program for an environmental  
review packet 573-751-4146)
- ☐ **OTHER INFORMATION AS REQUIRED**

**ACTION FUND LOAN APPLICATION****CITY/COUNTY SPONSOR APPLICATION****1. SPONSOR IDENTIFICATION**

CITY OR COUNTY		DATE
CHIEF OFFICER	TITLE	
CONTACT PERSON	TITLE	
ADDRESS		
CITY	STATE	ZIP
TELEPHONE NUMBER OF CONTACT		
STATE SENATOR DISTRICT NUMBER	STATE REPRESENTATIVE DISTRICT NUMBER	
FISCAL YEAR END OF SPONSOR		

**2. APPLICATION PREPARER (If different than contact person above)**

NAME OF FIRM	TELEPHONE NUMBER	
CONTACT PERSON	TITLE	
ADDRESS		
CITY	STATE	ZIP

**3. PARTICIPATING COMPANY**

NAME	TELEPHONE NUMBER	
CONTACT PERSON	TITLE	
ADDRESS		
CITY	STATE	ZIP



## STATEMENT OF ASSURANCES

to be completed by the Sponsor

The Sponsor (city or county) hereby assures and certifies that:

- (a) It possesses legal authority to apply for CDBG funds, and to execute the proposed program.
- (b) Its governing body has duly adopted or passed as an official act a resolution authorizing the filing of the Application, including all understandings and assurances contained therein, and directing and authorizing the Sponsor's chief executive officer to act in connection with the Application as may be required.
- (c) It has facilitated or will facilitate citizen participation by:
  - (1) Providing citizens with an opportunity to participate in the determination of priorities in community development and housing needs;
  - (2) Providing adequate notices for one or more public hearings;
  - (3) Holding one or more hearings on the proposed Application before adoption of a resolution or similar action by the local governing body authorizing the filing of the Application;
  - (4) Providing for citizen participation when considering amendments to the community development program;
  - (5) Providing for citizen participation in the planning, assessment of the community development program including the development of a performance report and the submission of views to DED; and
  - (6) Actions comparable to Section 104(a)(2) of the Act, as described by DED.
- (d) Its chief executive officer or other officer of the Sponsor approved by DED:
  - (1) consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 (NEPA) and other provisions of Federal law, as specified in 24 CFR Part 58, which furthers the purposes of NEPA insofar as the provisions of such Federal law apply to the Missouri Community Development Block Grant Program;
  - (2) is authorized and consents on behalf of the Sponsor and himself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his responsibilities as such an official.
- (e) The Community Development program has been developed so as to give maximum feasible priority to activities which will benefit low and moderate income families, or aid in the prevention or elimination of slums or blight; the projected use of funds may also include activities which the Sponsor certifies are designed to meet other community development needs having a particular urgency as specifically explained in the Application.
- (f) It will comply with the regulations, policies, guidelines and requirements of 24 CFR 85, as modified by 24 CFR 570, Subpart J, as they relate to the Application, acceptance, and use of Federal funds.
- (g) It will comply with:
  - (1) Section 110 of the Housing and Community Development Act of 1974, as amended, 24 CFR 570.603, and State regulations regarding the administration and enforcement of labor standards;
  - (2) the provisions of the Davis-Bacon Act (46 U.S.C.S. 2786a) with respect to prevailing wage rates (except where exempted under the law);
  - (3) Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 327-332, requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basis wage rates for all hours worked in excess of eight in a calendar day or forty in a work-week, whichever is greater; and
  - (4) Federal Fair Labor Standards Act, 29 U.S.C.S. 201 et seq, requiring that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rate for all hours worked in excess of the prescribed work-week.
- (h) It will comply with all requirements imposed by DED concerning special requirements of law, program requirements, and other administrative requirements.
- (i) It will comply with:
  - (1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Sponsor receives Federal financial assistance and will immediately take any measure necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Sponsor, this assurance shall obligate the Sponsor, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits;
  - (2) Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284), as amended, administering all programs and activities relating to housing and community development in manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provisions of brokerage services;
  - (3) E.O. 12259, Leadership and Coordinator of Fair Housing in Federal Programs, requiring that programs and activities relating to housing and urban development be administered in a manner affirmatively to further the goals of Title VIII of the Civil Rights Act of 1968;
  - (4) Section 109 of the Housing and Community Development Act of 1974 (ACT) as amended, and the regulations issued pursuant thereto (24 CFR 570.602), which provides that no person in the United States shall, on the grounds of race, color, religion or religious affiliation, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds provided under the Act. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to otherwise qualified handicapped individuals as provided in Section 504 of the Rehabilitation Act of 1973 as amended shall also apply to any such program activity.
  - (5) Executive Order 11063 on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with Federal Assistance;
  - (6) Executive Order 11246 as amended by Executive Orders 11375 and 12086, and the regulations issued pursuant thereto (24 CFR Part 130 and 41 CFR Chapter 60), which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally assisted construction contracts shall take affirmative action to insure fair treatment in employment, upgrading, demolition, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship; and
  - (7) Policies required by DED to affirmatively further fair housing.
  - (8) Titles I through V of the Americans with Disabilities Act of 1990.
- (j) It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring within the unit of local government in which the Project is located, that contracts for work in connection with the Project be awarded to eligible business concerns which are located in, or owned in substantial part by, persons residing within the unit of local government.
- (k) It will:
  - (1) To the greatest extent practicable under State law, comply with Sections 301 and 302 of Title III (Uniform Real Property Acquisition Policy) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and will comply with Sections 303 and 304 of Title III, and HUD implementing instructions at 49 CFR Part 24; and
  - (2) Inform affected persons of their rights and of the acquisition policies and procedures set forth the regulations at 49 CFR Part 24 and 24 CFR 570.602(b)
- (l) It will:
  - (1) Comply with Title II (Uniform Relocation Assistance) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and HUD implementing regulations at 49 CFR Part 24 and 24 CFR 570.496(a);

(2) Provide relocation payments and offer relocation assistance as described in Section 205 of the Uniform Relocation Act or Section 104(d) of Title I of the Housing and Community Development Act of 1974, as amended through 1987, and HUD implementing regulations at 24 CFR 570.496 to all persons displaced as a result of acquisition of real property for an activity assisted under the Community Development Block Grant program. Such payments and assistance shall be provided in a fair and consistent and equitable manner that insures that the relocation process does result in different or separate treatment of such persons on account of race, color, religion, nation origin, sex, or source of income;

(3) Assure that, within a reasonable period of time prior to displacement, comparable decent, safe and sanitary replacement dwellings will be available to all displaced families and individuals and that the range of choices available to such persons will not vary on account of their race, color, religion, national origin, sex, or source of income;

(4) Inform affected persons of the relocation assistance, policies and procedures set forth in the regulations 49 CFR Part 24 and 24 CFR 570.496(a).

(m) It will abide by the terms and conditions of the Department of Economic Development's Conflict of Interest Program Policy as adopted March 1, 1987, and any additions thereto, for all activities paid for or assisted by Block Grant funds.

(n) It will comply with the Anti-kickback (Copeland Act of 1934, 18 U.S.C.S. 874 and 40 U.S.C.S. 276a, which outlaws and prescribes penalties for "kickbacks" of wages in federally financed or assisted construction activities.

(o) It will comply with the provisions of the Hatch Act which limits the political activity of employees.

(p) It will give the DED and HUD, through any authorized representatives, access to and the right to examine all records, books, papers, or documents relating to the CDBG assistance.

(q) It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify DED of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the Project is under consideration for listing with the EPA.

(r) It will comply with the flood insurance purchase requirement of Section 102(a) of the Flood Disaster Protection Act of 1973, Pub.L. 903-234, 87 Stat. 975, approved December 31, 1973, Section 102(a) required, on and after March 2, 1974, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

(s) It will, in connection with its performance of environmental assessments under the National Historical Preservation Act of 1966 (16 U.S.C.470), Executive Order 11593, and the Preservation of Archeological and Historical Preservation Act of 1966 (16 U.S.C.469-1, et seq.) by:

(1) Consulting with the State Historical Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the proposed activity; and

(2) Complying with all requirements established by DED to avoid or mitigate adverse effects upon such properties.

(t) It will comply with:

(1) The National Environmental Policy Act of 1969 (42 U.S.C. Sect 4321 et seq.) and 24 CFR Part 58;

(2) Executive Order 11988, Floodplain Management;

(3) Executive Order 11990, Protection of Wetlands;

(4) The Endangered Species Act of 1973, as amended, (16 U.S.C.S. 1531 et seq.);

(5) The Fish and Wildlife Coordination Act of 1958, as amended, (16 U.S.C.S. 661 et seq.);

(6) The Wild and Scenic Rivers Act of 1968, as amended, (16 U.S.C.S. 1271);

(7) The Safe Drinking Water Act of 1974, as amended (42 U.S.C.S. 30f et seq.);

(8) Section 401(f) of the Lead-Based Paint Poisoning Prevention Act, as amended (42 U.S.C.S. 4831 (b)) and Title X of the Housing and Community Development Act of 1992;

(9) State laws contained within Senate Bill 232 (1993) regarding lead based paint hazards;

(10) The Clean Air Act of 1970, as amended (42 U.S.C.S. 7401 et seq.);

(11) The Federal Water Pollution Control Act of 1972, as amended, (33 U.S.C.S. 1251 et seq.);

(12) The Clean Water Act of 1977 (Public Law 95-217);

(13) The Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C.S. 6 901 et seq.);

(14) Section 519 of Public Law 101-140, the 1990 HUD Appropriations Act, regarding use of excessive force in nonviolent civil rights demonstrations and/or against physically barring entrance or exit to facility subject to demonstrations;

(15) Section 1352, Title 31, U.S. Code, if awarded funds in excess of \$100,000;

(16) The Single Audit Act of 1984, Public Law 98-502, and OMB Circular A-128;

(17) Cranston-Gonzales National Affordable Housing Act (Sections 906 and 912);

(18) Subpart C of 24 CFR, Part 12 regarding disclosure requirements.

(u) It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.

(v) It will minimize displacement of persons as a result of activities assisted with such amounts.

(w) It will not attempt to recover any capital costs of public improvements assisted in whole or in part under section 106 or with amounts resulting from a guarantee under section 108 by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to public improvements, unless (i) funds received under section 106 are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under this title; or (ii) for purposes of assessing any amount against properties owned and occupied by persons of low or moderate income who are not persons of very low income, the Sponsor certified to the Secretary or DED, as the case may be, that it lacks sufficient funds received under section 106 to comply with the requirements of clause (i).

(x) Any activities conducted with amounts received by a unit of general local government under this subsection shall be subject to the applicable provisions of this title and other Federal law in the same manner and to the same extent as activities conducted with amounts received by a unit of general local government under subsection (a).

Approved: MAYOR/PRESIDING COMMISSIONER

Date

**NOTE:** This document must be executed AFTER the public hearing.



**TO BE COMPLETED BY THE CITY/COUNTY SPONSOR**

MO 419-2388 (3-99)





**FORM J**

**CERTIFICATION - LOBBYING RESTRICTIONS**

to be completed by the City/County Sponsor

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards of all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) over \$100,000 and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.D. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

SIGNATURE, MAYOR/PRESIDING COMMISSIONER

DATE



**FORM K — CIVIL RIGHTS COMPLIANCE**

TO BE COMPLETED BY THE CITY/COUNTY SPONSOR

To document compliance with Title VI of the Civil Rights Act of 1964, provide the information in the space provided below.

**"Minority Group"** refers to Black, not Hispanic Origin, (a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture regardless of race); Asian or Pacific Islander; American Indian or Alaskan Native, but **not** including women.

- (1) Identify the minority group(s) population, or portion thereof, residing in the Sponsor's jurisdiction that will **not** be serviced by one or more of the proposed activities.
  
  
  
  
  
  
  
  
  
  
- (2) Explain whether the minority group populations, or portion thereof, not serviced by the proposed activity(ies) have **already** received such service. If so, define the extent of each of these existing services and indicate whether they are equal to, greater than or less than the proposed activity(ies), indicate the approximate time such service(s) will be provided to such residents.
  
  
  
  
  
  
  
  
  
  
- (3) If the minority group population, or portion thereof, does **not** receive such service(s) now and will **not** receive the benefit of the proposed activity(ies), indicate the approximate time such service(s) will be provided to such residents.
  
  
  
  
  
  
  
  
  
  
- (4) In the event **no** future service(s) is planned for the minority group population, or portion thereof, provide a statement of the reasons **why**.





# MISSOURI

DEPARTMENT OF ECONOMIC DEVELOPMENT

## FORM L — NEEDS ASSESSMENT

TO BE COMPLETED BY THE SPONSOR

1. SPONSOR (CITY/COUNTY)	DATE
--------------------------	------

**2. Quality of Public Facilities or Services:** This section is divided into three areas: public works, public services, and community facilities. The items specified within these areas are typically considered to be the responsibility of most local governments. The Sponsor should indicate whether the quality of the facility or service is generally good, fair, poor, or non-existent as it would affect everyone in the Sponsor's jurisdiction. Also, the same evaluation should be made as to the quality of the item as it affects only low and moderate-income persons (LMI) in the Sponsor's jurisdiction. The determination of the item's quality (good, fair, or poor) may be performed in any way the Sponsor determines is appropriate, such as engineering, reports, discussions with city/county staff members, field surveys, etc. This is not to be confused with a formal evaluation or capital improvements plan. The analysis of the quality of facilities or services should be based on current conditions.

	QUALITY OF FACILITIES AFFECTING							
	ENTIRE				LMI ONLY			
	GOOD	FAIR	POOR	NON-EXIST	GOOD	FAIR	POOR	NON-EXIST
<b>a. PUBLIC WORKS</b>								
1. Water Source								
2. Water Treatment								
3. Water Distribution								
4. Sanitary Sewer Treatment								
5. Sanitary Sewer Collection								
6. Storm Sewer Collection								
7. Streets/Roads								
8. Parks/Recreation Facilities								
9. Other (list)								
10. Other (list)								
11. Other (list)								
<b>b. PUBLIC SERVICES</b>								
1. Fire Protection								
2. Police Services								
3. Code								
4. Recreation/Cultural								
5. Other (list)								
6. Other (list)								
<b>c. COMMUNITY FACILITIES</b>								
1. Community Center								
2. Senior Center								
3. Other (list)								
4. Other (list)								

### 3. HOUSING

A. NUMBER OF OCCUPIED HOUSING UNITS

B. NUMBER OF HOUSING UNITS OCCUPIED BY LMI

C. NUMBER OF OCCUPIED SUBSTANDARD HOUSING UNITS

D. NUMBER OF SUBSTANDARD HOUSING UNITS OCCUPIED BY LMI PERSONS

E. NUMBER OF NEW OR REHABILITATED HOUSING UNITS NEEDED FOR GROWTH OR REPLACEMENT OF SUBSTANDARD UNITS (ALL PERSONS)

F. NUMBER OF NEW OR REHABILITATED HOUSING UNITS NEEDED FOR GROWTH OR REPLACEMENT OF SUBSTANDARD UNITS FOR LMI HOUSEHOLDS

G. NUMBER OF DILAPIDATED HOUSING UNITS REQUIRING DEMOLITION

H. DESCRIBE ACTIONS PROPOSED FOR THE NEAR FUTURE (3-5 YRS.) TO ADDRESS THE IDENTIFIED HOUSING NEEDS

4. ECONOMIC DEVELOPMENT: Describe the actions proposed to stimulate employment and private investment:

5. ACTIVITIES TO BE UNDERTAKEN: For each item identified in areas a, b, and c (Public Works, Public Services, and Community Facilities) as "poor" (or "non-existent" if the facility or services is considered a significant need), describe activities to be undertaken to address these needs. Identify each item by the letter and number assigned (i.e. - Sheltered Workshop is 2(c)(4)).

**RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

to be completed by the sponsor; submitted with the application

**Sponsor (City or County):** \_\_\_\_\_

The Sponsor will replace all occupied and vacant occupiable low/moderate income dwelling units demolished or converted to a use other than as low/moderate income dwelling housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24CFR 570.488.

All replacement housing will be provided within three years of the commencement of the demolition of rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the Sponsor will make public and submit to the Missouri Department of Economic Development the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as Section 104(d) replacement dwelling units;
5. The source of funding and a time schedule for the provision of Section 104(d) replacement dwelling units; and
6. The basis for concluding that each Section 104(d) replacement dwelling unit will remain a low/moderate income dwelling unit for at least 10 years from the date of initial occupancy.

The Sponsor will provide relocation assistance, as described in Section 570.488, to each low/moderate income household displaced by the demolition of housing or by the conversion of a low/moderate income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the Act, the Sponsor will take the following steps to minimize the displacement of persons from their homes:

Based on initial review of the project, the following occupied dwellings will be demolished with CDBG funds:

---

---

---

---

**NOTE:** If no relocation or demolition of housing is proposed for this project, indicate this in the space below. No other action is needed.

As chief elected official of the Sponsor, I hereby certify the above plan was officially adopted by the Sponsor on (Date)

\_\_\_\_\_

CHIEF ELECTED OFFICIAL

TITLE



**FORM Z — FINANCIAL INTEREST DISCLOSURE**  
TO BE COMPLETED BY THE CITY/COUNTY SPONSOR

COMPANY	SPONSOR
ORIGINAL (DATE)	AMENDMENT (DATE)

**1. Assistance From Other Government Sources:** Indicate in the space below the source (agency and program name), type of assistance (loan, grant, or other direct or indirect assistance), and the amount from each program provided or requested as part of the public improvements portion of this Project. This includes assistance provided from any public source, including state, federal, or a local public entity other than the Sponsor. Please note that if any line item below changes 20% or if new programs need to be added, an updated form must be submitted to DED at or before grant closeout. (**Note:** Form Y includes government programs to be used by the **Company**. Form Z is only for **public** improvements, which are included in the project.)

PROGRAM NAME/AGENCY	TYPE OF ASSISTANCE	AMOUNT	STATUS (REQUESTED/APPROVED)

**2. Disclosure of Financial Involvement:** Any person or business which has a Financial Involvement with the Sponsor or other public entities in the Project that exceeds \$50,000, or 10% of the Project Investment (whichever is lower) must be identified. "Project Investment" is the total of the Company's costs associated with this Project (as specified in the Application). "Financial Involvement" which must be identified would include building contractors, developers, realtors, administration, legal, engineering, or any other party that receives compensation for any goods or services provided in connection with the **public improvement** portion of this Project. (**Note:** This would **not** include the Company's Project, which is covered in Form Y.) If new items need to be added, or if any line item changes 20% or more, an updated form must be submitted to DED at or before grant closeout.

NAME (ALPHA LISTING)	SSN#/ EMPLOYER I.D. #	TYPE OF PARTICIPATION	FINANCIAL INTEREST IN PROJECT	
			DOLLARS	PERCENT

I hereby certify that the information included in this form is true and correct.

CHIEF OFFICER OF CITY/COUNTY SPONSOR

DATE

**WARNING:** If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the U.S. Code. In addition, any person who knowingly and materially violates any required disclosure of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for all violations.



## **SAMPLE RESOLUTION**

to be executed by the Sponsor

A RESOLUTION OF THE CITY OF \_\_\_\_\_, MISSOURI, STATING INTENT TO SEEK FUNDING THROUGH THE "COMMUNITY DEVELOPMENT BLOCK GRANT" PROGRAM AND AUTHORIZING THE MAYOR TO PURSUE ACTIVITIES IN AN ATTEMPT TO SECURE FUNDING.

WHEREAS, Title 1 of the Housing and Community Development Act of 1974 does state as its primary objective "the development of viable urban communities, by providing decent housing and suitable living environment and expanding economic opportunities, principally for persons of low and moderate income."

WHEREAS, Title 1 of such act does offer to communities the opportunity of monetary assistance in accomplishing its stated primary objective, and;

WHEREAS, The Missouri Department of Economic Development is designated to award Community Development Block grants under Title 1, and;

WHEREAS, The city does have areas of need which may be addressed through the Community Development Block Grant program.

NOW THEREFORE, BE IT RESOLVED by the City of \_\_\_\_\_, Missouri, that the city desires to participate with the Missouri Department of Economic Development in plans and activities for the improvement of our community under the activities authorized pursuant to the Housing and Community Development Act of 1974.

THEREFORE BE IT FURTHER RESOLVED, that the Mayor of the City of \_\_\_\_\_, Missouri, hereby is authorized to prepare and submit documents which are necessary in applying for funding and establishing an administrative organization to implement activities pursuant to the aforementioned act.

Date: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

ATTEST: \_\_\_\_\_  
CITY CLERK

**NOTE:** Resolution cannot pre-date the public hearing.